



## **Large Agency Transition Overview Summary**

The Transition Overview – Phase I: Integration document, signed by the Agency Head and VITA's CIO, is the single document that records the transition and working relationship between the agency and VITA. It outlines the transition process and the roles and responsibilities key to a successful partnership. It also defines the transition requirements and details on the transfer of agency personnel, assets and IT contracts.

The 'Special Notations' within the Transition Overview section is provided for each transitioning agency to record issues and concerns that are unique to the agency. The final disposition of exclusions and special notations are handled on a case-by-case basis as agreed to by the agency and VITA.

Agency-VITA meetings and activities, involving the ESD, SLD, AITR and other agency stakeholders, will be conducted to finalize the agency's Transition Overview.